

COURT CLERK II (MUNICIPAL COURT)

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E611

GENERAL DESCRIPTION OF THE DUTIES

The Court Clerk II performs a variety of administrative support duties of moderate complexity requiring knowledge of the Municipal Court functions and procedures. Additionally, this position provides administrative support to the City Prosecutor.

DISTINGUISHING CHARACTERISTICS

This is the journey-level classification within the Court Clerk series and is distinguished from the Court Clerk I by the performance of the full range of duties assigned and the exercise of judgment. At this level, employees receive only occasional instruction or assistance as new or unusual situations arise, and are fully competent in the operating policies and procedures of Municipal Court. This classification is distinguished from the Senior Court Clerk by the level of responsibility assumed, the complexity of duties assigned, and the provision of lead worker coordination.

SUPERVISION RECEIVED

This position works under the immediate supervision of the City Attorney and receives lead worker coordination from the Senior Court Clerk for Municipal Court.

SUPERVISION EXERCISED

This position does not supervise others, but may provide training to other administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides information to defendants, attorneys, witnesses, and the general public regarding citations, court dates, non-payment of fines, postponements, etc.
2. Prepares correspondence for the Court and Judge and performs a wide range of administrative support for the Municipal Court.
3. Accesses the Law Enforcement Data System (LEDS) to obtain driving records.
4. Assists the Senior Court Clerk in his/her absence in preparing the weekly court docket for arraignments and hearings, reschedules arraignments as needed, and sets trials when defendant retains counsel.
5. Attends court sessions. Checks in defendants and makes arrangements for monthly payments.

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6. Handles all follow-ups for violations, including coordinating safe driver programs, seatbelt class, and BUSTED program.
7. Sends out and compiles responses on jury questionnaires. Fields questions.
8. Prepares 30 day past due suspensions and precollections.
9. Accepts payments of fines. Prepares contractual agreements for citizens needing an extension on their fine assessment. Explains (without entering into the practice of law) alternatives open to defendants and provides them with information concerning their criminal cases and violations.
10. Processes documents and files, and maintains non-electronic and manual records.
11. Assigns docket with times for non-jury trials, coordinates officers and witnesses to be present at trial, prepares subpoenas. Builds file for City Prosecutor, if necessary.
12. Processes guilty by default citations by completing and mailing an abstract and complaint, and by suspending driver's license if defendant does not respond.
13. Provides City Hall reception, understands City workings to be able to direct citizens as needed.
14. Complies with federal, state, and City laws, rules, and regulations regarding employment.
15. Orders supplies and forms; ensures forms are kept current.
16. Serves as mail room coordinator and maintains mail machine and supplies.

OTHER DUTIES AND RESPONSIBILITIES

1. Acts as Notary Public for the Municipal Court and general public.
2. Provides back up to other positions during high workload periods.
3. Maintains professional currency by attending conferences and seminars, and meeting with others in areas of responsibility.
4. Performs other duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General office practices and procedures;
- City and Department policies and procedures;
- Basic math;
- Public relations techniques to work effectively with customers in person or by telephone;
- Cash handling techniques;
- Oregon State Traffic Code and other local and state laws pertaining to the operation of the Municipal Court; and
- Legal terminology encountered in the performance of work.

Skills in:

- Using office equipment such as personal computers, calculators, fax machines, and copiers;
- Using word processing, spreadsheet, and database applications;
- Preparing, editing, and composing professional business correspondence and reports;
- Organizing assigned work and prioritizing tasks to meet assigned deadlines;
- Communicating effectively, professionally, and appropriately with others; and
- Interpreting policies and procedures.

Ability to:

- Deal appropriately with confidential information;
- Maintain accurate records;
- Become proficient in court computer software;
- Cross train in all other court duties for “back up”;
- Establish and maintain effective working relationships with others;
- Remain calm in stressful situations; and
- Work in a safe manner.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a high school education, specialized training in office practices, and responsible administrative experience.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Certification by the Oregon Association of Court Administrators is desirable.

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SPECIAL REQUIREMENTS

LEDS certification and Notary Public certification are required within 12 months of employment.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools or controls. The position requires interpersonal skills, teamwork, customer service, fluent English, use of discretion, basic math, accuracy, and organization. Duties involve moving materials weighing up to 25 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating office equipment, and some work requires repetitive motion. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Work is performed primarily in an office environment at City Hall or at the location of Municipal Court. A small amount of time outside the office is required for attendance at meetings and seminars. Normal work hours are from 8:00 a.m. to 5:00 p.m., but the work schedule may change based upon the needs of the Court.

Approved By _____ Date _____
(City Attorney)

Adopted By _____ Date _____
(City Manager)

Established: 10/99 (Office Specialist I)

Revised: 12/00

Revised: 05/01 (Change in supervisory structure)

Revised: 01/02 (Update Essential Duties and Knowledge, Skills, and Abilities)

Revised: 10/11 (Update Title to Better Reflect Actual Position)

Revised: 09/14